

**The Department of Social Services
Job Opportunity
Payroll Clerk**

APPLICANTS MUST HAVE TAKEN AND PASSED THE DEPARTMENT OF ADMINISTRATIVE SERVICES EXAMINATION FOR PAYROLL CLERK # 030100. STATE EMPLOYEES WHO ARE CURRENTLY CLASSIFIED AT THIS LEVEL OR PREVIOUSLY ATTAINED PERMANENT STATUS IN THIS CLASSIFICATION WILL BE CONSIDERED FOR LATERAL TRANSFER. APPLICANTS WILL NOT HAVE THE OPPORTUNITY TO TAKE THE EXAM PRIOR TO THE CLOSING DATE TO QUALIFY FOR THIS VACANCY.

PLEASE FOLLOW THE SPECIFIC APPLICATION INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Posting Date: January 27, 2015

Closing Date: February 3, 2015

The Department of Social Services is presently accepting applications to fill one (1) Payroll Clerk position in the Human Resources-Payroll Unit of DSS at the Central Office location.

Open To: The Public and State Employees currently on the exam list or working within the title.

Position: Payroll Clerk

Position Number: 32506

Bargaining Unit: Administrative Clerical (NP-3)

Salary Range: \$45,360 - \$59,316 Annually (CL-16)

Hours: Monday through Friday 40 Hours per week

Location: 55 Farmington Avenue, Hartford, CT 06105

The preferred candidate will be proficient in the use of Microsoft Office, CORE-CT payroll systems and EPM reporting. Experience with the Self Service portion of the Time and Labor module is a plus. The preferred candidate will also possess the ability to follow complex verbal and written instructions, including manual calculations of payroll expenditures and ability to communicate effectively with employees, and supervisors within and outside of the Agency.

Duties and Responsibilities:

Prepares biweekly payroll; reviews employee attendance for accuracy and completeness; reviews personnel and/or payroll changes and makes corresponding changes to CORE-CT including: new hires, transfers, reclassifications, terminations, retirements, overpayments and/or underpayments, wage increases, deduction changes (health insurance, union dues and/or fees, credit union payments, group life insurance payments, etc.); calculates gross wages through to net wages as needed; reviews automated CORE-CT reports such as the check register time summary; process special payments such as longevity payments, vacation pay outs, promotional adjustments, etc.; calculates and processes retroactive payments, collective bargaining increases and annual increments; keeps well-informed of collective bargaining contract requirements and restrictions as related to payroll (dates for salary increases; overtime); responds to employee inquiries regarding paychecks and payroll practices and procedures; maintains various records and files for payroll data and forms; may calculate retirement payments; may consult division or facility supervisors regarding employee time recorded; performs related duties as required.

**Minimum Qualifications Required
Knowledge, Skill and Ability:**

Knowledge of payroll terminology, practices and procedures; knowledge of basic accounting and bookkeeping principles and procedures; knowledge of general office procedures; skill in performing arithmetic computations; basic interpersonal skills; ability to read, understand and apply applicable contract guidelines and regulations; ability to maintain records and files; ability to follow complex oral and written instructions; ability to operate office equipment which includes personal computer and other electronic equipment.

Note: This position may be filled by mandatory candidates from the Re-employment and SEBAC Lists, which we are obligated to use. Applications also will be accepted from state employees who have attained permanent status in the class and from candidates, who have taken and passed the current Examination for Fiscal/Administrative Assistant.

APPLICATION PROCEDURE: Interested and qualified candidates who meet the above requirements should submit a cover letter, a State of Connecticut Application for Examination or Employment (CT-HR-12), and two (2) letters of professional references from current or former Supervisors or Managers. The CT-HR-12 application form may be downloaded from the State of Connecticut's Department of Administrative Services' website at: www.das.state.ct.us/exam/default.asp#APPLICATION. In lieu of references, State employees must submit copies of their two (2) most recent performance evaluations. Please be sure to specify the job posting number on all application materials.

Please mail your completed CT-HR-12 and the additional requested documents (all application materials must be sent in duplicate) to:

Kelly Geary
Principal Human Resources Specialist
Department of Social Services
5th Floor – Human Resources Division
55 Farmington Avenue
Hartford, CT 06105

~PLEASE BE ADVISED THAT HAND-DELIVERED APPLICATIONS WILL NOT BE ACCEPTED~

~TWO (2) COMPLETE SETS OF ALL APPLICATION MATERIALS MUST BE SUBMITTED~

Incomplete or late applications will not be considered. Due to the large number of applications received we are unable to field phone inquiries to confirm receipt of applications

APPLICATIONS MUST BE RECEIVED OR POSTMARKED BY FEBRUARY 3, 2015.

An Equal Opportunity / Affirmative Action Employer
The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.